

COST-SAVINGS SUBMISSION FORM

To: Michael Ortega

Date: 12-13-12

Employee Name: Jack Holden

Department: Building Safety

☐ I do not wish to be publicly recognized if an award is granted for this suggestion.

Cost-Saving Idea &
Description:
(Describe Current
Process and Proposed
Cost-Saving Process)

Regionalization of inspectors to reduce travel.
Inspection reporting method changed to reduce the use
of carbon copy reports - \$200**
By the efforts of the inspectors this effort was successful.

If extra space is needed, you may attach one additional page for cost-saving idea and description.

Estimated Cost-Savings: \$8707.00

Employee Signature: Jack Holden

(Anonymous submittals are not eligible for cash awards.)

Department Head Signature: Beverly Wilson

Date: 12.24.12

County Administrator/
Deputy County Administrator
Initial Review/Comments

Estimate of Cost -Savings: _____

Cost to Implement: \$0

Detail:
(Estimate of Cost-Savings)

Prepared by: _____

Date: _____

County Attorney's Office Review (if applicable): _____

OF SUPERVISORS OFFICE ONLY

County Administrator) _____

Priority: _____

County Administrator) _____

Date to Implement: _____

es ☐ No

Amount: _____

Date: _____

OR PAYROLL OFFICE ONLY

Amount Paid: _____

RECEIVED
COCHISE COUNTY
BOARD OF SUPERVISORS
2012 DEC 26 A 4:38 PM

Process to get approval for regionalization

Cost saving Proposal for Building Safety Division

May 5, 2011

After the County wide meeting with Mike Ortega presenting budget concerns and the concern over savings I want to propose a method where the Building Safety Division can save money on gas, vehicle use, paper, and provide better service. This proposal would decentralize the inspectors who would work districts that are arranged around their homes. The inspectors would come into the office only once a week and possibly once every other week when the system is working. They would be able to receive their assignments via email or by accessing our web page. They would perform their inspections and provide results via email that would be entered into the permit system without using paper. Inspection results would be both emailed to the builder and a single sheet of paper used at the site if there are items to be corrected. The inspectors would be more available as they would be on the road from 7 to 4:30 and not be required to drive to the office and leave their county vehicles.

This proposal has numerous benefits.

1. County vehicles would be driven less because the travel from the Bisbee location back to the inspection area would be eliminated or reduced. This would save gas and vehicle wear.
2. The inspector would keep his vehicle at a County site close to his home and would gas up during his inspection travel.
3. The use of email to plan and report inspection results would save paper and provide a record that could be pasted into the permit system easily. The cost of the multiple copy reports is very high.
4. The inspectors would spend more time inspecting and less time driving from Bisbee. They could actually do inspections up to 4:30.
5. The inspectors would save money on their own transportation. This would be in effect a raise for them and they understand that. Only one inspector who lives close to the Bisbee office would not benefit greatly.
6. The inspectors will still be connected through their cell phones and email.
7. The inspectors already have the laptop computers but may require more durable ones in the future.

One of the reasons this would work is that the staff right now is made up of people I trust not to abuse the system. They would spend more of their day inspecting and less driving to the office. They understand the benefits of this proposal and would work to ensure its success. The inspectors also understand the need to perform their duties within the work day.

When I discussed this with the inspectors we discussed the issues and we feel the benefit for both the county and the inspectors outweigh any issues. The office staff was quick to point out that this had been tried in the past with offices in Douglas and Sierra Vista with limited success. But I believe that not making the effort to improve will reflect poorly on us and our management of limited resources.

The benchmarks are in place now from our monthly reports. We know the mileage and time spent for inspections and violation investigations. We will see the benefits within the first month of using the new system. If those benefits are not what we expect then we can adjust or go back to the old model.

Individual items have been brought forward by staff and are addressed below. Below are excerpts from emails with specific concerns.

From Jim V:

- How do you propose to adequately supervise the inspectors when they are rarely in the main office? I realize that they are pretty much on their own now but some oversight/accountability needs to be factored in here.

I would get a copy of all inspection reports and I speak to them by phone. Right now they operate in the field independently and are responsible for their own schedules and routes. We will continue having our once a week meeting and also distribute info via email.

- I would be more comfortable with the inspectors leaving their assigned vehicles as the nearest service center rather than at home. We've had issues in the distant past when we allowed inspectors to take their vehicles home and am not eager to repeat that history.

The vehicles would be left at a County site. For the inspector living near the center of the county the Elfrida PW site or Fire Dept would provide a parking space and also access to office space. SV area the Foothills Drive office would be their base. In the future we may be able to save more travel by allowing the vehicles to be taken home to a secure area. I trust the current inspectors to respect the proper use of County vehicles.

If these folks are accessing their computers after hours then we would need to compensate them for their hours or make it clear that they can only do work on county time.

We spoke of that issue and I mentioned the issue Mike O spoke about at the County wide info meeting where phone calls were made outside of normal working hours. This is the same type of issue and the inspectors would be limited to working hours for the performance of their duties.

From Rick C:

1. We need an employee (usually an inspector) to take plans and permits on a daily basis to Sierra Vista and other satellite offices as needed. So customers can pick up permits, leave plans or other items.

We can use the courier that already goes to the Foothills office on a daily basis. This was one service we could have used and were not. This alone added miles that were unnecessary. Facilities Department has been contacted about providing this service.

2. We don't have a Zoning Inspector and we have violations, hazards and other code inspections that have to be done normally on a daily basis and the inspectors need the documented material.

We will email the information to the inspectors. We currently take the cover sheet to the site and that can be scanned or simply pasted into an email. The results and photos we take will be emailed back to the office on a daily basis.

3. On commercial permits they need a copy of the commercial permit to do the inspection and the commercial permit packets with the requirements are quite large not normally can not be faxed or scanned.

The plans for commercial projects are at the site. We don't take plans out of the office.

4. If a commercial inspection fails a final inspection a letter would typically be sent out that day or the next. This could not be done until it was entered into New World.

If the inspection fails we leave a note at the site. All reports back to the office will be made daily via email. The results of the inspection can be cut and pasted into the letter to make the process easy for the office staff to formulate their letters. Also inspection sheets would not have to be returned to the office and handwriting interpreted and re-written into the letter.

5. Certificate of Occupancies would need to be done in a timely manner.

I will receive an email from Mike Springer with the CO as an attachment on the same day or next day of the final inspection. I will review and sign the paper CO and give to Dora to process.

6. Inspections and violations will need to be entered in the New World system on a daily basis. I don't believe New World has this capability. It would have to be entered into the system in the office.

The lead inspector will receive a daily report of inspections and enter the information from the SV office. All the inspectors will have the capability to enter the information into New World from their laptop computers when connected to the server.

7. How would the inspection schedule be done?

By email. In fact most communications will be done via email. This will provide written documentation of all activities. Comments contained in emails can be pasted into other documents and into the permit system. Photos will be transmitted in the same manner. We would not need to print out any photos if we have them in electronic format.

8. Stop Work Orders (SWO) documents would need to be received in a timely manner.

They would be done via a phone call and email the same as now.

8. It is my understanding that two inspectors would need offices in the Sierra Vista office. We have approved two employees from the Health Department to have office space in the Sierra Vista office and would not have space for the two inspectors.

The space needs of the health department needs to be reevaluated. We could use the room to lock up our equipment. We will function in the last remaining cubicle if we have to.

There are several other considerations we have discussed. The first is the new system would provide contractors with the same inspector for the majority of their project. In the past contractors have voiced concerns over consistency of inspections and the problems that it causes between inspections. The new system would keep the same inspector for the life of the project with changes only for vacation or illness.

For our Spanish speaking customers we still have the opportunity to send an inspector to the site when necessary. This is a fairly rare occurrence but we can easily adapt to the need.

If an inspector needs help or information we are still connected by cell phone. We can still adapt to emergency inspections and provide good customer service when needed. This program in the long run will reduce miles traveled and we expect it to provide more timely response to customers need because there will always be an inspector in each region.

We still need to verify that we have space in the Sierra Vista office to store our equipment. We also have to get keys to the storage facilities where we plan to keep the vehicles.

We will still continue our weekly meetings where the inspectors receive information and training. These meetings will in the future be reduced to bi-weekly.

I as the administrator will have a clear picture through the inspection reports and the connection through the senior inspector of how the inspections are progressing, the inspectors workloads, and trends in approvals and comments in the reports. This will actually improve this connection compared to the current system.

As a final note I want to give this idea a try and in doing so work out the bugs.

There is a clear benefit by saving the cost of travel by establishing regions and we won't know the extent of the benefits until we try. We have an excellent staff that is willing to give this a chance to succeed and provide a fiscal benefit to the County.

Thank you for giving your consideration to this program change.

Jack Holden
Building Official

Tan

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
18		972		\$272.16	
Truck: 196	Driver: Jim Montoya	<i>This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
17		850		\$263.50	
Truck: 169	Driver: Mike Springer	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
11		550		\$170.50	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$706.16

Feb

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
15		810		\$226.80	
Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
16		800		\$248.00	
Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
15		750		\$232.50	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$707.30

March

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
17		918		\$257.04	
Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
16		800		\$248.00	
Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
17		850		\$263.50	

Total savings of all vehicles used for Building Code/Zoning and Violation Inspections.

\$768.54

April

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
19		1026		\$287.28	

Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
16		800		\$248.00	

Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
17		850		\$263.50	

Total savings of all vehicles used for Building Code/Zoning and Violation Inspections.

\$798.78

May

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
19		1026		\$287.28	

Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
19		950		\$294.50	

Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
18		900		\$279.00	

Total savings of all vehicles used for Building Code/Zoning and Violation Inspections.

\$860.78

Tue

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
17		918		\$257.04	

Truck: 196	Driver: Jim Montoya	<i>This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
18		900		\$279.00	

Truck: 169	Driver: Mike Springer	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
13		650		\$182.00	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$718.04

July

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
12		648		\$181.44	
Truck: 196	Driver: Jim Montoya	<i>This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
15		750		\$232.50	
Truck: 169	Driver: Mike Springer	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
11		550		\$154.00	

Total savings of all vehicles used for Building Code/Zoning and Violation Inspections.

\$567.94

August

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value .			
Inspection Days		Miles Saved		Cost Savings	
18		972		\$272.16	

Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
18		900		\$279.00	

Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
6		300		\$84.00	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$635.16

September

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value .			
Inspection Days		Miles Saved		Cost Savings	
19		1026		\$287.28	
Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
17		850		\$263.50	
Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
14		700		\$196.00	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$746.78

October

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck: 18	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value .			
Inspection Days		Miles Saved		Cost Savings	
18		972		\$272.16	

Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
14		700		\$217.00	

Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
11		550		\$154.00	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$643.16

November

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas.
 Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections.
 Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value .</i>			
Inspection Days		Miles Saved		Cost Savings	
17		918		\$257.04	
Truck:	Driver: Jim Montoya	<i>This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
16		800		\$248.00	
Truck:	Driver: Mike Springer	<i>This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.</i>			
Inspection Days		Miles Saved		Cost Savings	
12		600		\$168.00	

Total savings of all vehicles used for Building Code/Zoning and Violation Inspections.

\$673.04

December

Cost Savings Analysis

The following analysis reflects the cost savings earned by stationing inspectors in their respective inspection areas. Inspections include Building Code Inspections, Zoning Inspections and Violation Inspections. Cost savings are determined by actual Fleet costs for replacement value and maintenance/fuel costs.

Truck:	Driver: Dave Estelle	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
14		756		\$214.68	
Truck: 196	Driver: Jim Montoya	This truck based on an 8 cents per mile replacement value and a 23 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
15		750		\$232.50	
Truck: 169	Driver: Mike Springer	This truck based on an 7 cents per mile replacement value and a 21 cents per mile maintenance and fuel value.			
Inspection Days		Miles Saved		Cost Savings	
17		850		\$238.00	

Total savings of all vehicles used for Building Code/ Zoning and Violation Inspections.

\$682.18

\$ 8,507 ⁷⁹/₁₀₀

Motter, Gussie

From: Vlahovich, Jim
Sent: Tuesday, January 15, 2013 10:42 AM
To: Holden, Jack
Cc: Riggs, Karen; Ortega, Michael; Wilson, Beverly; Rios, Arlethe; Morales, Julie; Motter, Gussie
Subject: RE: Cost-savings Proposal

Jack, the Merit Board has approved your cost-savings proposal and will authorize \$25 gift cards to you and the Building Inspectors. Thanks for spearheading this effort. We appreciate your initiative and creativity as well as that of your staff. Please pass along our collective appreciation to them on our behalf.

From: Holden, Jack
Sent: Monday, January 14, 2013 8:00 AM
To: Vlahovich, Jim
Subject: RE: Cost-savings Proposal

Jim, we were discussing the idea at a meeting due to the running around issues that I noticed when I came here. Apparently the inspectors had spoken about this before and Mike Springer stated that he had made a suggestion in the past but it was not developed. When I wrote up the program we had a lot of negative feedback so I wasn't surprised that it never got off the ground before. So I would say it was a collaborative effort with everyone involved and making suggestions and doing the work necessary to schedule the work according to the areas I selected. I believe that no idea is exclusive when a team oriented leader relies on staff to have input in the operations of the department. I hope this helps jack

Jack Holden CBO
Cochise County Building Official
1415 Melody Lane Building E
Bisbee, AZ 85603
520-432-9268

From: Vlahovich, Jim
Sent: Sunday, January 13, 2013 4:04 PM
To: Holden, Jack
Cc: Wilson, Beverly
Subject: Cost-savings Proposal

Jack, the Cost-Savings Merit Board (Mike O, Julie and I) met last week to review your proposal. We had one question for you: was this your idea exclusively or did others assist you in coming up with this? Thanks

James E. Vlahovich
Deputy County Administrator
Cochise County Board of Supervisors
1415 Melody Lane
Bisbee, Arizona
520-432-9200